



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Advisory Committees and School Site Councils

NUMBER: BUL-4148.0

ISSUER: Dr. Judy Elliott, Chief Academic Officer

DATE: September 3, 2008

ROUTING

Local District Superintendents
Local District Directors of
Instruction
Local District School Support
Directors
Categorical Program Coordinators
Local District Ombudspersons
Principals
UTLA Chapter Chairs
School Administrative Assistants
Chairpersons, Representatives, and
Alternates of CEAC, ELAC, SSC
Parent Centers

POLICY: This bulletin reflects changes in District policies and procedures in accordance with State guidelines. This document provides policy and procedures for:

- School Site Council (SSC), pgs. 1-10
- Compensatory Education Advisory Committees (CEAC), pgs. 11-18
- Local District Compensatory Education Advisory Committee (LDCEAC), pgs. 19-20
- District Advisory Committee (DAC), pgs. 22-23
- English Learner Advisory Committee (ELAC), pgs. 24-31
- Local District English Learner Advisory Committee (LDELAC), pgs. 32-33
- District English Learner Advisory Committee (DELAC), pgs. 34-35

The California Education Code requires the School Site Councils to develop a Single Plan for Student Achievement for Consolidated Application programs and School and Library Improvement programs operated at schools. The California Code requires that all schools must establish a School Site Council [Education Code 64001 (a)], with the exception of Charter Schools [Education Code 47605].

MAJOR CHANGES: This bulletin replaces BUL 1231 dated September 15, 2004, titled Advisory Committees and School Site Councils

GUIDELINES: SCHOOL SITE COUNCILS (SSC)

The SSC is the decision-making council for Consolidated Application programs operated at the school to improve student achievement.

1. Functions of the School Site Council (SSC)

- The SSC shall develop and approve the Single Plan for Student Achievement (SPSA) in consultation with all stakeholders (with the review, certification and advice of any applicable school advisory committee, including the Compensatory Education Advisory Committee (CEAC), the English Learner



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Advisory Committee (ELAC) and the Gifted & Talented Education Program Advisory Committee (Education Code 64001).

- The SSC, following approval of a SPSA by the LAUSD Board of Education or designated office, shall have ongoing responsibility to review the implementation of the SPSA with the principal, teachers, other school personnel, parents/community, and students at the secondary level.
- The SSC shall update and revise the Single Plan for Student Achievement annually, including proposed expenditures of funds allocated to schools that receive categorical funding. It is recommended that categorical budgets be reviewed with the SSC on a quarterly basis.
- The SSC shall receive the necessary training (recommended at least once per semester) to enable it to carry out its responsibilities to develop, monitor, and modify the plan and the budget.
- The SSC must meet at least eight (8) times per year, to carry out its responsibilities and it is strongly recommended that each meeting last a minimum of 60 minutes or the time needed. Council meetings should be arranged at a time convenient for all members. It is recommended that meeting time does not interfere with the educational time spent with the students.

2. Composition of the SSC (Education Code 62002.5 and 52852)

- The council shall be composed of: the principal; representatives of classroom teachers elected by teachers at the school; other school personnel elected by other school personnel at the school; parents of pupils attending the school and community members elected by such parents. Classroom teachers are a majority of the staff side. All members have equal voting rights.
- A parent is a person who is the mother, father or legal guardian (evidenced by a current court order demonstrating control over the educational rights of the child) of a student attending the particular school, but who is not employed at the school attended by such student.
- A teacher is defined as an employee of the school whose duties require him/her to provide direct instruction to the pupils for the full time during which he/she is employed.
- Other personnel are defined as persons who do not provide direct instruction to pupils for the full time during which he/she is employed. This category may



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include classified staff and non-classroom teachers and administrative staff, other than the principal.

- A non-classroom teacher is defined as a full time employee whose classroom teaching assignment “if any” is fewer than three periods per day in secondary or less than half time in elementary. (UTLA Bargaining Agreement Article IX 3.4)
- A community member is defined as an adult who resides within the school attendance boundary or works full-time in the attendance boundary, and who is neither a regular day-school student, nor a parent, nor a member of the staff, administration, or classified staff of the school with which the Council is affiliated. **Schools must verify parent/community member requirements** and keep copies of verification documentation for five years.

Documentation for parents will consist of the Pupil Accounting Reports (PAR) which list the parent’s name and information regarding the enrolled child.

Documentation for community members residing within the attendance boundaries of the school includes:

- current California driver’s license or CA identification card; or
- property tax receipts; or
- rent payment receipts; or
- utility payment receipts

Documentation for community members working in the attendance boundaries of the school will include:

- a signed affidavit from employer on letterhead indicating the address of the business or
- a pay stub including the business address.

Self-employed community members must provide evidence that the majority of their business day is spent in the attendance boundaries of the school. Documentation for self-employed community members will include:

- property tax receipts for business; or
 - rent payment receipts for business; or
 - utility payment receipts for business.
- A paid community representative cannot be elected as a community member. A paid community representative may serve on the council if elected as a staff person.



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- At the elementary level, the council shall be constituted to ensure parity. Half the membership shall be (a) the principal, classroom teachers and other school personnel (staff side); and half shall be (b) parents and other community members elected by parents (parent side). Classroom teachers shall be a majority of the staff side. The membership of the council shall be no fewer than ten members.
- Elementary schools which decide to elect more than 10 members to the School Site Council may choose from the following configurations:

Council Size	Parents	Principal	Other Staff	Classroom Teachers
12	6	1	1	4
14	7	1	1	5
14	7	1	2	4
16	8	1	1	6
16	8	1	2	5

- At the comprehensive secondary level, the council shall be constituted to ensure parity. Half of the membership shall be (a) the principal, classroom teachers, and other school personnel (staff side) and, half shall be (b) half parents and other community members elected by parents and student representatives elected by the entire student body. Any student is eligible to be the elected representative. Classroom teachers are a majority of the staff side. There must be parity between parents and students on the parent/community/student portion of the council. The membership of the Council shall be no fewer than twelve members.
- Secondary schools which decide to elect more than 12 members to the School Site Council may choose from the following configurations:

Council Size	Parents	Students	Principal	Other Staff	Classroom Teachers
16	4	4	1	2	5
16	4	4	1	1	6
20	5	5	1	2	7
20	5	5	1	1	8
20	5	5	1	3	6

- In continuation schools, the membership of the SSC shall be no fewer than eight members and shall be constituted to ensure parity. Half the membership shall be (a) the principal, two teachers, and one other school personnel (staff side); and half shall be (b) two parents or community members elected by parents and two student representatives elected by the entire student body. Any student is eligible to be the elected representative. There must be parity



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between parents and students on the parent/community/student portion of the council.

- Primary Centers will form their councils based on the elementary composition. The membership of the council shall be no fewer than ten members.
- Span schools will form their councils based on the District's classification of their school (elementary, middle, or high school).
- Special education schools and centers with secondary students may use the same composition as elementary schools, or they may choose to follow the same composition as comprehensive high schools.
- **A School Site Council at the middle school may, but is not required to, include student representatives (Education Code 33133-c).**

3. Election Regulations

- Public notice stating the purpose and time of the meeting at which elections will be conducted shall be given at least ten (10) working days prior to such meeting using all reasonable means of communication, including, but not limited to, written notices to parents by mail (last known address) or community newspaper notices. In year-round schools, notices must be sent to parents of all tracks, regardless of whether they are in session or not.
- Notification of orientation and election meetings must be sent to all parents in writing, with return sign-offs indicating an intention to attend.(see Attachment B)
- Written notice of at least 10 working days prior to the election, must be provided to staff and students of the school.
- Schools must provide SSC orientations to all stakeholder groups represented on the council, at least five (5) working days prior to the election.
- Elections must be held at least five (5) working days after orientations have been conducted and ten (10) working days after notices were sent to stakeholder groups.
- Each school must have more than 20 parents present in order to conduct the SSC parent election, except in schools with fewer than five teachers or fewer than 200 students.



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- Schools may assure additional continuity by electing non-voting alternate members, who become voting members in the event of a mid-term vacancy on the council.
- At year round schools, alternates may be elected for teachers and parents to replace a member unable to serve a complete year. However, it is important that the terms of office for the regular and alternate member be specified. An informal sharing of membership is not supported by statute.
- Applicable schools must have only one SSC, not one for each track.
- The school principal is the **only** automatic member on the SSC. It is strongly recommended that the principal not serve as the SSC chairperson.
- It is a common practice to elect members for a staggered two-year term, with elections for half of the members held in **even** years, and half in **odd** years.
- Council members are elected by peers. Membership on the SSC is determined by ballot. No voting by proxy.
- School staff representatives and student representatives must be elected prior to the election of parent and/or community representatives.
- The principal is responsible for staff, student, and parent elections and should jointly supervise all elections. The elections of various stakeholder groups that represent employees of the District, shall be conducted by their respective bargaining units, through their elected representatives. The principal may participate in the counting of the ballots in any such election.
- Election of members and officers shall be concluded by the last Wednesday of August for Year-Round schools, and by the second Wednesday of October for Single Track schools. Elections of members and officers must be held in the year in which the members and officers will serve.

4. Officers

In order to conduct business effectively, the Council will need officers with stated responsibilities and authority, including:

- A chairperson to organize, convene and lead meetings of the Council
- A vice-chairperson to serve in the absence of the chairperson
- A secretary to record events and actions taken at Council meetings



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- A Parliamentarian to resolve questions of procedure, often with the help of “Robert’s Rules of Order”.
- Other officers needed to perform stated duties in support of the work of the council. All officers must be elected by the SSC. There are no automatic officers.

5. By-Laws

- While not required by law, it is good practice for a council to adopt bylaws to guide its actions.
- Bylaws may clarify such matters as the terms and election procedures of the council members and officers, meeting times, quorum and attendance procedures, however, they cannot conflict with federal and state laws, district policy, board rules or this bulletin. Bylaws shall be dated and signed by all the officers and submitted to the Local District Superintendent or designee and are effective upon approval by the Local District Superintendent or designee.

6. Rules of Order and Records

SSC must operate according to the following rules:

- It is strongly recommended that School Site Council meetings be conducted for a minimum of 60 minutes.
- In order to carry out its responsibilities, the SSC is generally expected to meet at least monthly. A minimum of eight (8) meetings must be held each school year. The orientation and election meetings must be held in addition to the regularly scheduled meetings.
- The SSC shall approve the minutes of each of its meetings which become the official record of the SSC’s actions and deliberations.

The SSC must maintain records of the following:

- Orientation and election meeting announcements; ballots; minutes; attendance sheets; agendas and handouts; recommendations and actions from each Council meeting.
- Official correspondence
- A copy of the school’s approved Bylaws



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- Evidence of input from school advisory committees

SSC documentation must be kept in a secure location and be made available for review during District, state and federal compliance reviews. All documents are to be kept on file for a period of five (5) years.

7. Notice Procedures

- Meetings must be open to the public.
- The public may address the Council on any item within jurisdiction of the Council.
- Notice of the meeting must be posted at the school site or other visible and accessible place at least 72 hours before the scheduled meeting and 24 hours prior to an emergency meeting.
- The notice must specify the date, time, and place of the meeting and the agenda.
- Notification of orientation and election meetings must go out to all parents in writing, with return sign-offs indicating an intention to attend (see Attachment B).
- Orientation and election notices must be posted in a visible and accessible location at least five (5) days prior to the orientation and ten (10) working days prior to the election to allow equal access for community members.

8. Agenda Procedures

- School Site Councils fall under the Greene Act (Education Code 35147).
- The Council cannot act on an item not described on the posted agenda unless, by unanimous vote, it finds a need for action unknown when the agenda was posted.
- Questions and brief statements of “no impact on pupils or employees” that can be resolved by providing information need not be described on the posted agenda.
- If these procedures are violated, upon demand of any person, the Council must reconsider the item at its next meeting, after allowing for public input on the item.



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- All documents must be provided in a language the parents can understand.
- Each agenda shall contain an opportunity for public comments to allow discussion on any item within the subject matter of the council. The SSC should establish the length of time afforded each speaker during public comments. The length of time should be reasonable (2 to 3 minutes) and shall be afforded each member of the public.
- School council meetings are public meetings discussing District policy matters. Therefore, staff, council members, or members of the public have a right to make audio recordings of the meetings.

9. Administrative Responsibility

Per Education 52852.5, principals have a responsibility to inform all stakeholder groups of the function and purpose of the School Site Council and the provisions of this bulletin.

Councils operate under the *LAUSD Operating Norms for Advisory Committees and School Site Councils* and include criteria for conduct of members participating in meetings. All members must sign this form (see ATTACHMENT A). Staff will take appropriate action regarding any member who does not adhere to the Operating Norms, or who otherwise engages in conduct so disruptive to the meeting that the meeting is not likely to continue unless such disruptive behavior is stopped. Such action may include, but is not limited to, suspension or removal from office or committee membership.

The school principal shall have the responsibility for the proper functioning and implementation of the SSC. The principal is responsible for staff, student, and parent elections and should jointly supervise all elections. The elections of the various stakeholder groups that represent employees of the District, shall be conducted by their respective bargaining units, through their elected representatives. The principal may take part or observe the counting of the votes of any stakeholder election to elect representatives to the council.

The principal may not veto any decision made by the SSC.

The principal has the following duties:

- Be a voting member of the Council
- Administer the school-level activities of the approved Single Plan for Student Achievement
- Provide information and leadership to the Council
- Provide the necessary support for proper elections of staff, students and parents



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- Make all possible efforts to provide interpretation services and translation of written materials

No council member, including the principal, may appoint someone else to vote in his or her place.

Council meetings should be arranged at a time convenient for all members. It is recommended that meeting time does not interfere with the educational time spent with the students.

Any materials provided to a school site council shall be made available to any member of the public who requests the materials, as outlined in the California Public Records Act.

The school must retain council documentation for five years including election, orientation and meeting announcements; verification of parent and community documentation; agendas; sign-ins; minutes; motion forms; advisory committee recommendation forms; and SSC decision forms (see Attachments C-H).

Current copies of these documents must be readily available at the school site for public review.



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COMPENSATORY EDUCATION ADVISORY COMMITTEES

A. School Compensatory Education Advisory Committee (CEAC)

1. Functions of the CEAC

Committee members shall receive training so they may advise and make recommendations in writing to the principal and the SSC on the development of an effective educational program and plan that raises the achievement of disadvantaged students.

Additionally, the Committee shall participate in the following (Board Rule 1370):

- Assessment of educational needs
- Establishment of priorities
- Planning of the educational program and budget resources
- Evaluation of the school and its academic effectiveness

2. Composition of the CEAC

a. Parent Members

Targeted Assistance Schools

Parent representatives shall be elected by the parents of pupils participating in a program of compensatory education at that school (Education Code 54425). Parent members of CEAC shall constitute a 51% majority of the membership.

A parent is a person who is the mother, father or legal guardian (evidenced by a current court order demonstrating control over the educational rights of the child) of a student attending the particular school, but who is not employed at the school attended by such student.

School-wide Program Schools

All parents are eligible to become members. Parent representatives shall be elected by parents.

A parent is a person who is the mother, father or legal guardian (evidenced by a current court order demonstrating control over the educational rights of the child) of a student attending the particular school, but who is not employed at the school attended by such student.



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- A community member is defined as an adult who resides within school attendance boundary or works full-time in the attendance area, and who is neither a regular day-school student, nor a parent, nor a member of the staff, administration, or classified staff of the school with which the committee is affiliated. **Schools must verify parent/community member eligibility** and keep copies of the following documents for five years.

Documentation for parents consist of the Pupil Accounting Reports (PAR) which list the parent's name and information regarding the enrolled child.

Documentation for community members residing within the attendance boundaries of the school includes:

- current California driver's license or CA identification card; or
- property tax receipts; or
- rent payment receipts; or
- utility payment receipts

Documentation for community members working in the attendance boundaries of the school includes:

- a signed affidavit from employer on letterhead indicating the address of the business or
- a pay stub including the business address.

Self-employed community members must provide evidence that the majority of their business day is spent in the attendance boundaries of the school. Documentation for self-employed community members will include:

- property tax receipts for business; or
- rent payment receipts for business; or
- utility payment receipts for business.

b. Other Members

Other members may be from any of the groups listed below (Board Rule 1370):

- Community members
- PTA/PTSA
- School support groups
- Faculty
- Classified employees
- Paraprofessionals and/or school-employees
- Community Representatives



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- Students (secondary school)

3. Election Regulations

- Public notice stating the purpose and time of the meeting at which elections will be conducted shall be given at least ten (10) working days prior to such meeting using all reasonable means of communication, including, but not limited to, written notices to parents, mailed and/or community newspaper notices. In year-round schools, notices must be sent to parents of all tracks, regardless of whether they are in session or not.
- Notification of orientation and election meetings must be sent to all parents in writing, with return sign-offs indicating an intention to attend. (see Attachment B)
- Orientation and election notices must be posted in a visible and accessible location at least five (5) working days prior to the orientation and ten (10) working days prior to the election to allow equal access for community members.
- Each representative shall be a member of the group from which he/she is elected and, for purposes of determining composition, shall be considered as a representative of only the group that has elected him/her (Board Rule 1370) to the Committee.
- A community member elected as a representative shall have no special eligibility requirements other than the requirement to reside or work within the school attendance boundaries and be neither a regular day-school student, nor a parent, nor a member of the staff, administration, or classified staff of the school with which the committee is affiliated.
- All elected members shall have equal voting rights.
- Committees shall be composed of no fewer than **nine** members (Board Rule 1370). Membership may be for a one-year or two-year term, as specified in the Committee's bylaws.
- Each school must have more than 20 parents present in order to conduct the CEAC parent elections, except in schools with fewer than five teachers or fewer than 200 students.
- The principal is responsible for CEAC orientations and elections.
- Election of members and officers shall be concluded by the last Wednesday of August for Year-Round schools and the second Wednesday of October for Single Track schools.



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4. Officers

- The officers of a CEAC shall consist of a chairperson, vice-chairperson, secretary, and other officers included within the bylaws.
- Any member of the CEAC is eligible to be an officer of the committee. Officers are elected by the entire CEAC voting membership. It is recommended that a parent be the chairperson of the committee.
- All parents of eligible students shall elect representatives and alternates to serve on the local district CEAC.
- All parents of eligible students, in attendance at the election, may participate in the election of the representative and alternate. Community members may be elected by parents to serve as the representative or alternate but do not participate in the vote for the representative or alternate.

5. Bylaws

- Each CEAC is responsible for writing its bylaws.
- Bylaws are to include term limits for its CEAC members.
- Bylaws shall be dated and signed by all the officers and submitted to the Local District Superintendent or designee and are effective upon approval by the Local District Superintendent or designee.

6. Rules of Order and Records

CEAC's must operate according to the following rules:

- In order to carry out its responsibilities, the CEAC is generally expected to meet at least monthly. A minimum of eight (8) meetings must be held each school year. The orientation and election meetings must be held in addition to the regularly scheduled meetings.
- It is strongly recommended that CEAC meetings be conducted for a minimum of 60 minutes.
- The CEAC shall approve the minutes of each of its meetings which become the official record of the CEAC's actions and deliberations.

The CEAC must maintain records of the following:

- CEAC's are to maintain documentation of recommendations made to the School Site Council (SSC).



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- Orientation and election meeting announcements; ballots; minutes; attendance sheets; agendas and handouts; recommendations and actions from each Committee meeting.
- Official correspondence
- A copy of the school's approved Bylaws.

CEAC documentation must be kept in a secure location and be made available for review during District, state and federal compliance reviews. All documents are to be kept on file for a period of five (5) years.

7. Notice Procedures

- Meetings must be open to the public.
- The public may address the Committee on any item within the jurisdiction of the Committee.
- Notice of the meeting must be posted at the school site or other visible and accessible place at least 72 hours before the scheduled meeting and 24 hours prior to an emergency meeting. The notice must specify the date, time, and place of the meeting and the agenda.
- Notification of orientation and election meetings must go out to all parents in writing, with return sign-offs indicating an intention to attend. (see Attachment B).
- Orientation and election notices must be posted in a visible and accessible location at least five (5) working days prior to the orientation and ten (10) working days prior to the election to allow equal access for community members.

8. Agenda Procedures

- Compensatory Education Advisory Committees fall under the Greene Act (Education Code 35147).
- The Committee cannot act on an item not described on the posted agenda unless, by unanimous vote, it finds a need for action unknown when the agenda was posted.
- Questions and brief statements of "no impact on pupils or employees" that can be resolved by providing information need not be described on the posted agenda.



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- If these procedures are violated, upon demand of any person, the Committee must reconsider the item at its next meeting, after allowing for public input on the item.
- All documents must be provided in a language the parents can understand.
- Each agenda shall contain an opportunity for public comments to allow discussion on any item within the subject matter of the Committee. The CEAC should establish the length of time afforded each speaker during public comments. The length of time should be reasonable (2 to 3 minutes) and shall be afforded each member of the public.
- School committee meetings are public meetings discussing District policy matters. Therefore, staff, Committee members, or members of the public have a right to make audio recordings of the meetings.

9. Administrative Responsibility

Committees operate under the *LAUSD Operating Norms for Advisory Committees and School Site Councils* and include criteria for conduct of members participating in meetings. All members must sign this form (see Attachment A). Staff will take appropriate action regarding any member who does not adhere to the Operating Norms, or who otherwise engages in conduct so disruptive to the meeting that the meeting is not likely to continue unless such disruptive behavior is stopped. Such action may include, but is not limited to, suspension or removal from office or committee membership.

- The school principal shall have the responsibility for the proper functioning and implementation of the CEAC. A minimum of eight meetings must be held each school year. The orientation and election meetings are in addition to regularly scheduled meetings.
- The members shall be trained regarding their roles and responsibilities. Training is the responsibility of the principal, with the support of the Local District Superintendent or designee. It is strongly recommended that training be conducted by the local school within a month of the election.
- All documents must be provided in a language the parents can understand.
- Each agenda shall contain an opportunity for public comments to allow discussion on any item within the subject matter of the committee.
- School committee meetings are public meetings discussing District policy matters. Therefore, staff, council members, or members of the public have a right to make audio recordings of the meetings.



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- Any materials provided to a Compensatory Education Advisory Committee shall be made available to any member of the public who requests the materials, as outlined in the California Public Records Act.
- The school must retain council documentation for five years including election, orientation and meeting announcements; verification of parent and community documentation; agendas; sign-ins; minutes; motion forms; advisory committee recommendation forms; and SSC decision forms (see Attachments C-H). Current copies of these documents must be readily available at the school site for public review.

10. Delegation of Authority

- a. School advisory committees on compensatory education programs may designate a SSC established pursuant to Education Code section 52852 to function as the school advisory council on compensatory education (Education Code 54425). The CEAC may delegate authority to an established SSC (Education Code sections 52870 and 54425), provided that the CEAC membership has first been duly constituted, duly informed of the option, and has voted to waive its rights and to delegate its authority to the SSC (not to exceed two years). This action shall be reflected in the minutes of the applicable statutory council.

The process for delegating authority must include the following steps:

- Elect a CEAC with identifiable members (election meeting).
- CEAC members need to be informed and knowledgeable of their legal responsibilities before they vote to delegate.
- At a scheduled CEAC meeting, discuss and vote by ballot to delegate the CEAC legal responsibilities to the SSC. Record this decision in the CEAC minutes.
- The CEAC is responsible for election of representatives to the Local District CEAC.
- The SSC at its next regularly scheduled meeting must vote to accept the responsibilities, record this decision in the minutes; maintain agenda and handouts, minutes and ballots, and a record of attendance in a secure location.
- Clarify all CEAC legal responsibilities to the School Site Council. SSC members must be trained and address all CEAC responsibilities.



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- The SSC may form a CEAC subcommittee or the SSC as a whole may adopt the responsibility.
- If the SSC forms a CEAC subcommittee, the subcommittee must provide, in writing, advice to the SSC. The subcommittee needs to advise and comment on proposed Compensatory Education expenditures.
- The subcommittee must meet all the requirements of committees as per Board Rule 1370. The members shall be trained regarding their roles and responsibilities.

b. Responsibility

- The school principal shall have the responsibility for the proper functioning and implementation of the SSC.
- Advisory subcommittee's recommendations and reports must be reflected in the minutes and submitted to the SSC in written format (see Attachment B). Decisions and actions taken need to be documented in the minutes.



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LOCAL DISTRICT COMPENSATORY EDUCATION ADVISORY COMMITTEE (LDCEAC)

1. Functions of the Local District CEAC

- Assist the district in implementing specific aspects of the Compensatory Education Program
- Provide parents of participating children with information relating to the Compensatory Education Program
- Provide parents with a comprehensive parent education program designed to help their children at home
- Encourage parents to be more involved in the education of their children through the Compensatory Education Program

2. Composition

- A representative and an alternate must be elected at each school by all parents of children participating in the Compensatory Education (CEAC) Program.
- Any member of the Committee is eligible to be an officer of the committee, *if that member has participated for two terms on a CEAC committee. That requirement may be met if the member has participated simultaneously at the school level and at the Local District level.* It is strongly recommended that preference be given to a parent representative for the office of chairperson.
- The elected representative shall be any member of the CEAC.
- Elected members to the DAC must consist of at least two-thirds parents for each LDCEAC.
- No person may be elected to represent more than one school as a representative or alternate concurrently in a school year. The second designation will be null and void.
- An alternate may attend Local District meetings but shall represent the school only when the elected representative is absent.

3. Election Regulations

- Election of officers and representatives to DAC must take place during the regularly scheduled November meeting.



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- Certification forms shall be sent to the Parent Community Services Branch in November, after the Local District Superintendent certifies that the elections were conducted correctly and the Committee is properly formed.

4. Members

- Each LDCEAC shall have one representative from each Title I school within that Local District.
- Parents of compensatory education students shall constitute at least a majority of the LDCEAC.

If it at the initial meeting of the LDCEAC there are fewer than 2/3 of school parents of compensatory education children, the following procedure must be implemented at the first meeting to correct this situation:

- The names of schools with non-parent representatives shall be put into a drawing pool.
- A drawing from this pool shall be held, under the auspices of the Local District Superintendent or designee, for an appropriate number of school representatives to ensure a majority of parent representatives.
- Schools identified from the pool shall elect a parent representative from their CEAC. If the alternate representative from these schools is a parent, the CEAC may designate this parent as its representative.

5. Bylaws

The Local District Compensatory Education Advisory Committee (LDCEAC) shall function under the District Advisory Committee (DAC) bylaws **which include the following attendance bylaw: Any member who misses three consecutive meetings shall no longer be eligible to be a member of the Local District Compensatory Education Advisory Committee.**

6. Administrative Responsibility

Committees operate under the *LAUSD Operating Norms for Advisory Committees and School Site Councils* and include criteria for conduct of members participating in meetings. All members must sign this form (see Attachment A). Staff will take appropriate action regarding any member who does not adhere to the Operating Norms, or who otherwise engages in conduct so disruptive to the meeting that the meeting is not likely to continue unless such disruptive behavior is stopped. Such action may include, but is not limited to, suspension or removal from office or committee membership.

The Local District Superintendent, with the support of the Parent Community



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Services Branch, shall have the responsibility for the proper functioning and implementation of the LDCEAC.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

DISTRICT ADVISORY COMMITTEE (DAC)

1. Functions of the DAC

- Assist the LAUSD in planning an instructional program that will help compensatory education students meet district and state learning standards
- Participate in the district compensatory education planning activities
- Provide advice, assistance and recommendations on compensatory education management, support programs, and evaluations, as they relate to state standards
- Disseminate information on the objectives of compensatory education programs
- Monitor legislation related to compensatory education

2. Composition

Each LDCEAC shall elect representatives and alternates to serve on the DAC, proportional to the compensatory education student population of the district (one parent representative per 5,000 students).

3. Election Regulations

Election of officers must take place during the regularly scheduled December meeting.

4. Members

- Parents of Compensatory Education students shall constitute a majority of the DAC.
- The alternate will represent the LDCEAC on the DAC only when its respective representative is absent.
- No person may be elected to represent more than one school as a representative or alternate concurrently in a school year.

5. Bylaws

The DAC shall function under the DAC bylaws; which includes the following:

“Membership in the DAC shall automatically terminate when a member is absent from three (3) consecutive regular or special DAC meetings” (Article IV, Section 7).



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6. Administrative Responsibility

Committees operate under the *LAUSD Operating Norms for Advisory Committees and School Site Councils* and include criteria for conduct of members participating in meetings. All members must sign this form (see Attachment A). Staff will take appropriate action regarding any member who does not adhere to the Operating Norms, or who otherwise engages in conduct so disruptive to the meeting that the meeting is not likely to continue unless such disruptive behavior is stopped. Such action may include, but is not limited to, suspension or removal from office or committee membership.

The Parent Community Services Branch administrator or the designee shall have the responsibility for the implementation and proper functioning of the DAC.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

Each school with more than 21 or more English learner students (including Special Education schools) shall establish an elected English Learner Advisory Committee (ELAC).

1. Functions of the ELAC

The ELAC must advise and make recommendations on the following four (4) legally required topics:

- Advise the School Site Council (SSC) on the development of the Single Plan for Student Achievement (SPSA), especially those sections related to English learners (EC 64001 [a])
- Assist in the development of the school's:
 1. Needs assessment
 2. Language census (R-30)
 3. Efforts to make parents aware of the importance of regular school attendance (EC 62002.5, 52176 [c])

Additional responsibilities of the ELAC include:

- Advising the principal and staff on the school's program for English learners (EC 52176 [c], 62002.5)
- Electing and ensuring participation of at least one member to the Local District English Learner Advisory Committee (LDELAC) (5 CCR 11308 [b])
- Participate in and assist the LDELAC in the dissemination of information and materials related to all aspects of the *Master Plan for English Learners*
- Advise in the development of and approve the school's Title III and Economic Impact Aid-Limited English Proficient (EIA-LEP) budgets.
- Advise the School Site Council (SSC) on the development of the Single Plan for Student Achievement (SPSA), especially those portions related to English learners and participation of parents of EL students (EC 64001 [c]).
- Participate in the development of the school needs assessment (EC 62002.5, 52176 [c])
- Assist with efforts to make parents aware of the importance of regular school attendance (EC 62002.5, 52176 [c])
- Assist in the development of school's language census (R-30)



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- Participate and assist the Local District English Learner Advisory Committee (LDELAC) in the dissemination of information and materials related to all aspects of the *Master Plan for English Learners*

2. Composition of ELAC

a. Parent Members

Parents and legal guardians (evidenced by a current court order demonstrating control over the educational rights of the child) of EL students, not employed by the District, shall constitute membership on the Committee in at least the same percentage as their children represent of the total number of pupils in the school. They shall not constitute less than a majority (51%) of the membership on this committee. Committees shall be composed of no fewer than nine members (Board Rule 1370).

Parents representing all identified non-English language groups in the school shall be encouraged to actively participate on the committee.

b. Other Members

The following groups should be represented on the Committee:

- School staff (teachers, paraprofessionals, classified employees)
- EL Students (secondary students are elected by the student body)
- Community members (includes parents of non-EL students)

A community member is defined as an adult who resides within school attendance boundary or works full-time in the attendance boundary, and who is neither a regular day-school student, nor a parent, nor a member of the staff, administration, or classified staff of the school with which the Committee is affiliated. **Schools must verify parent/community member requirements** and keep copies of the following documents for five years.

Documentation for parents will consist of the EL Advisory Council Meeting Eligibility Roster which list the parent's name and information regarding the enrolled child.

Documentation for community members residing within the attendance boundaries of the school includes:

- current California driver's license or CA identification card; or
- property tax receipts; or
- rent payment receipts; or



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- utility payment receipts.

Documentation for community members working in the attendance boundaries of the school will include:

- a signed affidavit from employer on letterhead indicating the address of the business or
- a pay stub including the business address.

Self-employed community members must provide evidence that the majority of their business day is spent in the attendance boundaries of the school.

Documentation for self-employed community members will include:

- property tax receipts for business; or
- rent payment receipts for business; or
- utility payment receipts for business.

- These members shall be elected and constitute no more than 49% of the combined membership.
- Parents of EL students participating in the school's English learner program shall elect parent members of the school ELAC and approve non-parent community members.
- All elected members shall have equal voting rights.

3. Election Regulations

- Public notice stating the purpose and time of the meeting at which nominations will be received shall be given at least ten (10) working days prior to such meeting, using all reasonable means of communication, including, but not limited to mailed, written notices to parents or community newspaper notices. In year-round schools, notices must be sent to parents of all tracks, regardless of whether they are in session or not.
- Notification of orientation and election meetings must be sent to all parents in writing, with return sign-offs indicating an intention to attend. (see Attachment B)
- Orientation and election notices must be posted in a visible and accessible location at least five (5) days prior to the orientation and ten (10) working days prior to the election to allow equal access for community members.



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- Each school must have more than 20 parents present in order to conduct the ELAC parent elections, except in schools with fewer than five teachers or fewer than 200 students.
 - The principal is responsible for ELAC orientations and elections.
 - Election of members and officers shall be concluded by the last Wednesday of August for Year-Round schools and by the second Wednesday of October for Single Track schools.
4. Officers
- The officers of an ELAC shall consist of a representative, alternate, chairperson, vice chairperson, secretary, assistant secretary, and other officers included within the bylaws.
 - Any member of an ELAC is eligible to be an officer of the Committee, with the exception of the representative, alternate, chairperson, and vice-chairperson **who must be parents of English Learners, not employed by the district.** Officers are elected by the entire ELAC voting membership.
5. Bylaws
- Each ELAC is responsible for writing its bylaws. It is recommended that Bylaws be reviewed and/or revised every two years.
 - Bylaws are to include term limits for its ELAC members.
 - Bylaws shall be dated and signed by all the officers and submitted to the Local District Superintendent or designee and are effective upon approval by the Local District Superintendent or designee.
 - All local school bylaws must be aligned with the District English Learner Advisory Committee (DELAC) bylaws.
6. Rules of Order and Records

ELAC's must operate according to the following rules:

- In order to carry out its responsibilities, the ELAC is generally expected to meet at least monthly. A minimum of eight (8) meetings must be held each school year. The orientation and election meetings must be held in addition to the regularly scheduled meetings.



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- It is strongly recommended that ELAC meetings be conducted for a minimum of 60 minutes.
- The ELAC shall approve the minutes of each of its meetings which become the official record of the ELAC's actions and deliberations.

The ELAC must maintain records of the following:

- Recommendations made to the School Site Council (SSC)
- Orientation and election meeting announcements; ballots; minutes; attendance sheets; agendas and handouts; recommendations and actions from each Committee meeting.
- Official correspondence.
- A copy of the school's approved Bylaws.

ELAC documentation must be kept in a secure location and be made available for review during District, state and federal compliance reviews. All documents are to be kept on file for a period of five (5) years.

7. Notice Procedures

- Meetings must be open to the public.
- The public may address the Committee on any item within jurisdiction of the Committee.
- Notice of the meeting must be posted at the school site or other visible and accessible place at least 72 hours before the scheduled meeting and 24 hours prior to an emergency meeting.
- The notice must specify the date, time, and place of the meeting and the agenda.
- Notification of orientation and election meetings must go out to all parents in writing, with return sign-offs indicating an intention to attend. (see Attachment B).
- Orientation and election notices must be posted in a visible and accessible location at least five (5) days prior to the orientation and ten (10) working days prior to the election to allow equal access for community members.

8. Agenda Procedures



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- English Learner Advisory Committees fall under the Greene Act (Education Code 35147).
- The Committee cannot act on an item not described on the posted agenda unless, by unanimous vote, it finds a need for action unknown when the agenda was posted.
- Questions and brief statements of “no impact on pupils or employees” that can be resolved by providing information need not be described on the posted agenda.
- If these procedures are violated, upon demand of any person, the Committee must reconsider the item at its next meeting, after allowing for public input on the item.
- All documents must be provided in a language the parents can understand.
- Each agenda shall contain an opportunity for public comments to allow discussion on any item within the subject matter of the council. The ELAC should establish the length of time afforded each speaker during public comments. The length of time should be reasonable (2 to 3 minutes) and shall be afforded each member of the public.
- School committee meetings are public meetings discussing District policy matters. Therefore, staff, Committee members, or members of the public have a right to make audio recordings of the meetings.

9. Administrative Responsibility

Committees operate under the *LAUSD Operating Norms for Advisory Committees and School Site Councils* and include criteria for conduct of members participating in meetings. All members must sign this form (see Attachment A). Staff will take appropriate action regarding any member who does not adhere to the Operating Norms, or who otherwise engages in conduct so disruptive to the meeting that the meeting is not likely to continue unless such disruptive behavior is stopped. Such action may include, but is not limited to, suspension or removal from office or committee membership.

- In order to carry out its responsibilities, the ELAC is generally expected to meet at least monthly. A minimum of eight (8) meetings must be held each school year. The orientation and election meetings must be held in addition to the regularly scheduled meetings.
- The school principal shall have the responsibility for the proper functioning and implementation of the ELAC.



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- All documents must be provided in a language the parents can understand.
- Each agenda shall contain an opportunity for public comments to allow discussion on any item within the subject matter of the committee.
- The ELAC receives materials and training, planned in full consultation with committee members, to assist members in carrying out their legal responsibilities (EC 35174 [c]; 5 CCR 11308 [d]). Training is ongoing and shall be the responsibility of the principal, with the support of the Local District Superintendent or designee. It is strongly recommended that training be conducted by the local school within a month of the election.
- School committee meetings are public meetings discussing District policy matters. Therefore, staff, council members, or members of the public have a right to make audio recordings of the meetings.
- Any materials provided to an English Learner Advisory Committee shall be made available to any member of the public who requests the materials, as outlined in the California Public Records Act.
- The school must retain council documentation for five years including election, orientation and meeting announcements; verification of parent and community documentation; agendas; sign-ins; minutes; motion forms; advisory committee recommendation forms; and SSC decision forms (see Attachments C-H). Current copies of these documents must be readily available at the school site for public review.

10. Delegation of Authority

The ELAC may designate a SSC established pursuant to Education Code section 52852 to function as the school advisory council for English learners (Education Code 54425). The ELAC may delegate authority to an established SSC (Education Codes 52870 and 54425), provided that the ELAC has first been duly constituted, duly informed of the option, and have voted to waive its rights and to delegate its authority to the SSC (not to exceed two years).

This action shall be reflected in the minutes of the ELAC. However, an ELAC subcommittee must be formed and the subcommittee must make program recommendations for all students enrolled in a Master Plan program with input from the SSC.

Consolidation is not possible in elementary schools with a 50% or greater LEP population and/or secondary schools with more than a 25% LEP population. (LAUSD Master Plan)



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The process for delegating authority must include the following:

- Obtain approval from Local District EL Program Coordinator that the school is eligible for delegation of authority based on the number of EL students reported in R-30 data.
- Elect an ELAC with identifiable members (election meeting).
- ELAC members need to be informed and knowledgeable of their legal responsibilities before a vote to delegate takes place.
- During a scheduled ELAC meeting, discuss and vote by ballot to delegate the ELAC legal responsibilities to the SSC. Record this decision in the ELAC minutes.
- The ELAC is responsible for election of representatives to the Local District ELAC.
- The SSC at the next regularly scheduled meeting must vote to accept the ELAC responsibilities; record this decision in the minutes; maintain agenda and handouts, minutes and ballots, and a record of attendance in a secure location. This documentation must be kept on file for five (5) years.
- Clarify all ELAC legal responsibilities to the SSC. SSC members must receive training on the legal responsibilities of the ELAC and address all ELAC responsibilities.
- The SSC is the decision-making council for the Single Plan for Student Achievement.
- An ELAC subcommittee may be formed and the subcommittee must provide, in writing, advice to the SSC. The subcommittee needs to advise and comment on proposed Title III and Education Impact Aid-Limited English Proficient (EIA-LEP) expenditures. It is mandatory that this subcommittee provide advice to the SSC on EL expenditures.
- The subcommittee must meet all the requirements of committees as per Board Rule 1370. The members shall be trained regarding their roles and responsibilities. Training is the responsibility of the principal or his/her designee with the support of the Local District Superintendent or designee.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

LOCAL DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE (LDELAC)

1. Functions of the LDELAC shall include the following:

- Schedule monthly meetings to carry out the legal responsibilities of the committee
- Advise and assist the Local District Superintendent and staff in the development of school-level ELAC functioning in accordance with district policy and the District English Learner Advisory Committee (DELAC) bylaws
- Disseminate information regarding the *Master Plan for English Learners* to ELAC members on each LDELAC
- Advise the Local District Superintendent or designee on the program for English learners
- Assist and develop a budget with sufficient funds for the implementation of the Parent Component of the Master Plan
- Assist in planning and implementation of parent education and training, in accordance with the *Master Plan for English Learners*
- Participate in functions and activities sponsored by the LDELAC and DELAC
- Assist the DELAC in the development of the needs assessment

2. Composition

- Each school with 21 or more identified EL students (including special education schools) shall elect a representative and an alternate from its ELAC to serve on the LDELAC. The representative and alternate must be parents of EL students and not employed by the district.
- The alternate may attend LDELAC meetings but shall represent the school only when the elected representative is absent.
- The Local District Superintendent shall seek participation from parents representing all non-English language groups in the LDELAC.

3. Members

- Parents and guardians of EL students (not employed by the district) shall constitute 100 percent of the LDELAC.



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- No person may be elected to represent more than one school as a representative or alternate concurrently in a school year
- After three consecutive unexcused absences, members will be automatically terminated (DELAC Bylaws, Article XIII, Section 1)

4. Election Regulations

- Election of officers and representatives to DELAC must take place during the regularly scheduled November meeting.
- Certification forms shall be sent to the Parent Community Services Branch (PCSB) in November, after the Local District Superintendent certifies that the elections were conducted correctly and the committee is properly formed.

5. Bylaws

The LDELAC shall function under the DELAC bylaws.

6. Administrative Responsibility

- Committees operate under the *LAUSD Advisory Committees/Councils Norms for Operation* and include criteria for conduct of members participating in meetings. All members must sign this form (see Attachment A). Staff will take appropriate action regarding any member who does not adhere to the Operating Norms, or who otherwise engages in conduct so disruptive to the meeting that the meeting is not likely to continue unless such disruptive behavior is stopped. Such action may include, but is not limited to, suspension or removal from office or committee membership.
- The Local District Superintendents, with the support of the Parent/Community Services Branch, shall have the responsibility for the proper functioning and implementation of the LDELAC.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE (DELAC)

1. Functions of the DELAC

- The DELAC shall receive and disseminate information pertaining to all components of the *Master Plan for English Learners*.

Additionally, the DELAC shall be responsible for the following tasks {Education Code 62002.5 and LAUSD Master Plan:

- Review the *Master Plan for English Learners* on an ongoing basis and advise the District's governing board on the effectiveness of the Master Plan, including program goals and objectives
- Assist in developing a district-wide needs assessment on a school-by-school basis
- Assist in the development of the language census (R-30)
- While the above functions are mandated by law, the DELAC is also responsible for the following:
 - Making budgetary recommendations for all services provided to EL students
 - Advising and approving the District's Consolidated Application
 - Conducting monthly meetings in accordance with an agenda posted at least 72 hours before the scheduled meeting and 24 hours prior to an emergency meeting
 - Publicizing time and location of District meetings
 - Planning the parent education and training program in accordance with parental needs and the *Master Plan for English Learners*
 - Participating in training sessions that assist members in carrying out their legal responsibilities, as specified in this section
 - Reviewing ongoing evaluation and progress reports from the local and central District
 - Monitoring the implementation of the *Master Plan for English Learners*

2. Composition

Each LDELAC shall elect representatives and alternates to serve on the



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

DELAC proportionate to the EL student population of the District (one parent representative per 5,000 students).

3. Members

- Parents and guardians of EL students (not employed by the district) shall constitute all DELAC committee membership.
- The alternate will represent the LDELAC on the DELAC only when the respective representative is absent in accordance with DELAC bylaws
- Other members shall include one English learner elementary compliance adviser and one English learner secondary compliance adviser as resource personnel, without voting rights.
- All elected members shall attend regularly scheduled meetings as well as special and emergency meetings.
- No person may be elected to represent more than one school as a representative or alternate concurrently in a school year. The second designation will be null and void.
- Any member with three (3) consecutive unexcused absences shall no longer be eligible to be a member of the DELAC and will automatically be terminated in accordance with DELAC Bylaws Article X Section 1.

4. Bylaws

The DELAC shall function under the DELAC bylaws.

5. Administrative Responsibility

Committees operate under the *LAUSD Operating Norms for Advisory Committees and School Site Councils* and include criteria for conduct of members participating in meetings. All members must sign this form (see Attachment A). Staff will take appropriate action regarding any member who does not adhere to the Operating Norms, or who otherwise engages in conduct so disruptive to the meeting that the meeting is not likely to continue unless such disruptive behavior is stopped. Such action may include, but is not limited to, suspension or removal from office or committee membership.

- The Parent Community Services Branch administrator or the designee shall have the responsibility for the proper function and implementation of the DELAC.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ASSISTANCE: For assistance, please contact the Local District Ombudspersons:

LD#1: Pat Reynosa	(818) 654-3629
LD#2: Sandra Caukin	(818) 755-5392
LD#3: Cheryl Newman	(310) 253-7183
LD#4: William Masis	(323) 932-2274
LD#5: Rudy Bernal	(323) 224-3131
LD#6: Anna Carrasco	(323) 278-3994
LD#7: Billie Thomas	(323) 242-1333
LD#8: Juanita Coleman	(310) 354-3485

For further information call Christopher Downing, Administrator, or Alvaro Alvarenga, Specialist, Parent Community Services Branch, at (213) 217-5272.

Operating Norms for Advisory Committees and School Site Councils

Please note that all parent advisory committees and school site councils fall under the purview of the District.

To ensure the effective conduct of committee/council meetings, I agree to abide by the following Operating Norms:

1. Respect the opinions of others even in the face of disagreement or differences.
2. Treat one another with respect, without ridicule or criticism.
3. Speak succinctly, in a volume and tone that are appropriate to professional settings.
4. Listen attentively while others are speaking and refrain from side-bar conversations and interruptions.
5. Respect the need for interpretation and translation services in all languages.
6. Although the advisory committee is a public body, respect the confidentiality of each member.
7. Mute all electronic devices (e.g., cell phones and pagers). If one must use a cell phone, he/she should discretely exit the room so as not to disturb others.
8. Refrain from bringing children to the meetings whenever possible.
9. Agree that meetings should be conducted orderly, openly and efficiently.
10. Adhere to District policies, Robert's Rules of Order and the Bylaws.
11. Honor the prescribed items on the meeting agenda, including start and end times.
12. Under no circumstances, threaten or engage in any verbal or physical attack on another individual including:
 - a. Pointing at fellow members, staff or the public.
 - b. Making derogatory comments related to ethnicity, race, sexual orientation, gender, age, disability, native language or religion of fellow members, staff or the public.
 - c. Shouting at other members, staff or the public.
13. Exercise decorum in debates including:
 - a. Confining remarks to the merits of the issue.
 - b. Refraining from attacking a fellow member's motives.
 - c. Addressing all remarks to the chairperson.
 - d. Avoiding the use of a member's name.
 - e. Refraining from speaking adversely on a prior approved action of the assembly no longer pending.
 - f. Refraining from speaking against one's own motion.
 - g. Reading from reports, quotations, etc. only without objection or with permission of the assembly.
 - h. Sitting down during a clarification by the chairperson. If a member is standing, and the chair begins to clarify a topic, the member is to be seated.
 - i. Refraining from disturbing the assembly, including: whispering, walking across the floor, or in any other way disturbing the assembly.

Consequences For Not Adhering to Operating Norms

I understand and agree to adhere to these Operating Norms for Advisory Committees and School Site Councils. I further understand that staff will take appropriate action regarding any member who does not adhere to the above-listed Operating Norms, or who otherwise engages in conduct so disruptive to the meeting that the meeting is not likely to continue unless such disruptive behavior is stopped. Such action may include, but is not limited to, suspension or removal from office or committee membership.

Printed Name

Signature

Date

SAMPLE ORIENTATION/ELECTION ANNOUNCEMENT

Los Angeles Unified School District
(Insert School Name)

TO:

DATE:

FROM:

SUBJECT: ORIENTATION AND ELECTION ANNOUNCEMENT

You are encouraged to make a difference in the governance of our school by participating in this year's (insert council/committee name). An orientation has been scheduled to provide you with an understanding of the purpose of the (insert council/committee name) and to explain the election process. The orientation is scheduled as follows:

Date:

Time:

Location:

Everyone is invited to participate in the election, even those persons who do not wish to serve on the committee. Your support is needed to help our school elect motivated parent and/or community members.

The election is scheduled as follows:

Date:

Time:

Location:

Please return the tear-off below.

Name_____ Name of Child_____ Room Number_____

Yes, I will participate in the committee/council
Name) orientation and election on (insert dates and
times)

No, I will not participate in the
(committee/council name) orientation
and election on (insert dates and times)

BUL-4148.0
September 3, 2008

Los Angeles Unified School District
Office of the Chief Academic Officer

ATTACHMENT C

SAMPLE MEETING ANNOUNCEMENT

Los Angeles Unified School District
(Insert School Name)
(Insert Committee Name)

TO:

DATE:

FROM:

SUBJECT: INSERT PURPOSE OF MEETING

Will be scheduled as follows:

Date:

Time:

Location:

SAMPLE AGENDA

Los Angeles Unified School District
(Insert School Name)
(Insert Committee/Council Name)
(Insert Date)

- I. Welcome / Call to Order.....Chairperson/Presidente
Bienvenida / Llamada al Orden
- II. Flag Salute
Saludo a la Bandera.....Member Name/Nombre del Miembro
- III. Roll Call/Minutes/Llamada al Orden Acta.....Secretary/Secretaria
- IV. Item 1
- V. Item 2
- VI. Item 3
- VII. Old Business/Asuntos Anteriores
- VIII. New Business/Asuntos Nuevos
 - (SSC agendas should include--Recommendations from Advisory Committees)
 - (CEAC and/or ELAC agendas should include--Recommendations to School Site Council)
 - (Single Plan for Student Achievement review and/or approval should be an item on the agenda at every meeting)
- VII. Announcement /Anuncios
- VIII. Public Comment/Comentarios del Público
- VIII Adjournment / Clausura

☐ **Next Meeting/ Fecha de la próxima reunión**

Person wishing to address the (insert committee/council name) on a subject to be considered at this meeting, are asked to sign the speaker's list before the scheduled meeting, stating the subject they wish to address, the organization they represent (if any), and the nature of their testimony. Time is set aside for individuals so desiring to speak on any topic NOT otherwise on the agenda (please see the detailed agenda for the public session). In any case, the presiding officer reserves the right to impose time limits on presentations as may be necessary to ensure that the agenda is completed.

APPROVED BY: (Insert Chairperson Name and Administrator)

SAMPLE MINUTES
Los Angeles Unified School District
(Insert School Name)
(Insert Committee/Council Name)

Meeting Minutes
(Insert Date)

I. Call to order

[Name of Meeting Facilitator] called to order the regular meeting of the [Organization/Committee Name] at [time of meeting] on [date of meeting] in [Location of Meeting].

II. Roll call

[Name of Organization Secretary] conducted a roll call. The following persons were present: [List of Attendees]

III. Approval of minutes from last meeting

[Name of Organization Secretary] read the minutes from the last meeting. The minutes were approved as read.

IV. Open issues

- a) [Open issue/summary of discussion]
- b) [Open issue/summary of discussion]
- c) [Open issue/summary of discussion]

V. New business

- a) [School Site Council must include action taken on recommendations from Advisory Committees/summary of discussion]
- b) [Single Plan for Student Achievement review and/or approval should be an item on the agenda at every meeting]
- c) [New business/summary of discussion]
- d) [New business/summary of discussion].

VI. Recommendations to School Site Council from Advisory Committee

[Advisory Committees must include recommendations to School Site Council/summary of discussion]

VII. Adjournment

[Name of Meeting Facilitator] adjourned the meeting at [time meeting ended].

Minutes submitted by: [Name]

Minutes approved by: [Name]

SAMPLE MOTION FORM
Los Angeles Unified School District
(Insert School Name)
(Insert Committee Name)
(Insert Today's Date)

Motion Form/Formulario para proponer una moción

Please present all motions in writing / Por favor presente todas las mociones por escrito

NAME OF COMMITTEE/COUNCIL _____
NOMERE DEL COMITÉ/CONSEJO _____

Date / Fecha _____

I move that / Yo propongo que:

Moved by: / Propuesto por: _____

Member / Miembro _____
Alternate / Suplente _____

Seconded by: / Secundado por: _____

Member / Miembro _____
Alternate / Suplente _____

Quorum established

_____ Number of members present

Motion Passed/La moción pasó

Motion Failed/La moción no pasó ☐

In favor/A favor _____

Against/En contra _____

Abstentions/Abstenciones _____

Follow-up date / Fecha de seguimiento _____

Please note: Quorum must be established before any motions are made. All motions that are voted on by advisory committees or the School Site Council must be recorded in the minutes and be an item on the agenda. Include the item(s) voted upon by name (s) of persons both making it and seconding the motion. Record if motion was passed by vote count or by consensus.

SAMPLE ADVISORY COMMITTEE RECOMMENDATION TO SCHOOL SITE COUNCIL FORM
Los Angeles Unified School District

Official Recommendation to the School Site Council (SSC)/Correspondencia Oficial al Concilio Escolar (SSC)

Name of School: _____

	CEAC		ELAC
--	------	--	------

Meeting Date _____ Agenda Item/
Asunto en la Agenda _____

Identify program/Identifique el programa:	
<input type="checkbox"/>	School Wide Program (SWP) <i>Plan/Programa de toda la Escuela</i>
<input type="checkbox"/>	Targeted Assistance School (TAS) <i>Escuela de Asistencia Designada</i> (TAS, por sus siglas en inglés)

Data reviewed/Datos revisados:			
<input type="checkbox"/>	California Standards Test (CST)/ <i>Prueba de Normas Académicas de California</i>	<input type="checkbox"/>	Periodic Assessments/ <i>Asesoramiento Periódico</i>
<input type="checkbox"/>	California English Language Development Test (CELDT) / <i>Prueba de California del Desarrollo del idioma Inglés</i>	<input type="checkbox"/>	Needs Assessments Survey/ <i>Encuesta de Necesidades</i>
<input type="checkbox"/>	Annual Measurable Objectives (AMOs)/ <i>Objetivos Anuales Medibles</i>	<input type="checkbox"/>	Other / otro:

Single Plan for Student Achievement (SPSA) / Categorical Programs Budget Input

Plan Único para el Aprovechamiento del Estudiante (SPSA)/Presupuesto de Programas Categóricos Sugerencias:

- Program Improvement Action Plan(s) /*Plan(es) de Acción para Mejoramiento del Programa* _____
- Update/Actualizar _____
- Budget Adjustment Request /*Petición de Ajuste al Presupuesto* _____
- Annual Categorical Budgets Development/*Desarrollo de Presupuesto de Programas Categóricos Anual* _____
 - Process to Complete SPSA Annual Evaluation/*Proceso para completar la evaluación anual del SPSA* _____
- Plan Writing Development/*Desarrollo de Escritura del Plan* _____

Recommendation(s)/Actions (attach copies of SPSA action plan page(s) and/or data reviewed):

Recomendación(es)/Acciones (agregue copias de las páginas de planes de acción del SPSA y/o datos revisados):

Other Items /*Otros Asuntos:*

Signatures/Firmas:

CEAC or ELAC Chairperson /
Firma del Presidente del CEAC o ELAC

Secretary/Secretaria

Date Submitted to SSC/
Fecha sometido al SSC

=====

For School Site Council (SSC) use ONLY/Para usa del Concilio SOLAMENTE:
Reply/Actions/Respuesta/Acción(es):

Signatures/Firmas:

SSC Chairperson Signature
Firma del Presidente del SSC

Recommendation Review Date
Fecha del Reviso de recomendación(es)

Principal/Director(a)

Please note: Quorum must be established before any motions are made. All motions that are voted on by advisory committees or the School Site Council must be recorded in the minutes and be an item on the agenda. Include the item(s) voted upon by name (s) of persons both making it and seconding the motion. Record if motion was passed by vote count or by consensus.

SAMPLE SCHOOL SITE COUNCIL DECISION FORM
Los Angeles Unified School District
SCHOOL SITE COUNCIL DECISION FORM

Name of School: _____ **Meeting Date/Fecha de la Junta** _____

Agenda Item/Asunto en la Agenda _____

Data reviewed/Datos revisados:			
	California Standards Test (CST)/ <i>Prueba de Normas Académicas de California</i>		Periodic Assessments/ <i>Asesoramiento Periódico</i>
	California English Language Development Test (CELDT)/ <i>Prueba de California del Desarrollo del Idioma Inglés</i>		Needs Assessments Survey/ <i>Encuesta de Necesidades</i>
	Annual Measurable Objectives (AMOs) / <i>Objetivos Anuales Medibles</i>		Other / <i>otro:</i>

Single Plan for Student Achievement (SPSA) / Categorical Programs Budgets Input

Plan Unico para el Aprovechamiento del Estudiante (SPSA)/Presupuesto de Programas Categoricos Sugerencias:

- Program Improvement Action Plan(s) / *Planes de Acción para Mejoramiento del Programa* _____
- Update/Actualizar _____
- Budget Adjustment Request / *Peticion de Ajuste al Presupuesto* _____
- Annual Categorical Budgets Development/ *Desarrollo de Presupuesto de Programas Categoricos Anual* _____
 - Process to Complete SPSA Annual Evaluation/ *Proceso para completar la evaluación anual del SPSA* _____
- Plan Writing Development/ *Desarrollo de Escritura del Plan* _____

Motion/Moción:

Name of member making the motion:

/Nombre del miembro que hizo la moción: _____

Seconded by/Secundada por: _____

Vote Count/ Resultados de votación: _____

Signatures/Firmas:

School Site Council Chairperson
Firma del Presidente del SSC

Secretary/Secretaria

Principal/Director(a)

Please note: Quorum must be established before any motions are made. All motions that are voted on by advisory committees or the School Site Council must be recorded in the minutes and be an item on the agenda. Include the item(s) voted upon by name (s) of persons both making it and seconding the motion. Record if motion was passed by vote count or by consensus.

SAMPLE SPEAKERS LIST

Los Angeles Unified School District
(Insert School Name)
(Insert Committee/Council Name)
(Insert Date)

Speaker List for Agenda Items

Discussion/Action:

SPEAKER NAME	ORGANIZATION	SUBJECT

Presenter or guest speaker:

SPEAKER NAME	ORGANIZATION	SUBJECT

New Business

a. Discussion/Action:

b. Discussion/Action:

c. Discussion/Action:

SPEAKER NAME	ORGANIZATION	SUBJECT

Next Meeting Date

Approved by:

Persons wishing to address the (insert committee/council name) on a subject to be considered at this meeting, are asked to sign the speaker's list before the scheduled meeting, stating the subject they wish to address, the organization they represent (if any), and the nature of their testimony. Time is set aside for individuals desiring to speak on any topic NOT otherwise on the agenda (please see the detailed agenda for the public session). In any case, the presiding officer reserves the right to impose time limits on presentations as may be necessary to ensure that the agenda is completed.